

	UNIFORM POLICY – BASIC GROOMING AND APPEARANCE	Operations Order 4.1.01
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1. **BASIC GROOMING/APPEARANCE** – Good grooming will be maintained while on duty. Uniforms and equipment will be kept clean and serviceable.
 - A. **Makeup** – Face and eye makeup will be neatly and thinly applied and will harmonize with hair color and the color of the uniform or plain clothes.
 - B. **Fingernails**
 - Hands and fingernails will be clean, and nails will be trimmed.
 - Fingernail length for on duty officers and uniformed civilian personnel will be no longer than 1/4 inch beyond the fleshy portion of the finger.
 - For those uniformed employees who desire to use nail polish, the color will be a conservative shade without decals or ornamentation.
 - C. **Uniforms**
 - Will be neat in appearance, pressed, and not faded
 - Authorized brass metal items will be shined
 - Will not be too tight or too loose
 - Pockets, sleeves, and shirt fronts of all approved uniform items will be worn buttoned with the exception of the collar button
 - Uniform items that require repair or have been patched or repaired will not be worn, unless the patch or repair is inconspicuous
 - Alterations to fit body contour are authorized
2. **HAIR**
 - A. **General Information**
 - Hair must be neat, combed, clean, and if dyed, must be a natural color of hair.
 - Wigs may be worn to comply with this policy.
 - Employees assigned to specialty details may deviate from this policy upon the receipt of written approval from their assistant chief.
 - * The written approval will be placed in the employee's division/bureau/precinct file.
 - B. **Uniformed Employees**
 - Hair will be worn in a professional, conservative style and in a safe manner.

NOTE: Employees should be aware of the potential risks and hazards of wearing hair in a ponytail.
 - Hair (even when in a ponytail) may be worn over the ear but will be no longer than the bottom of the shirt collar at the back of the neck when standing with the head in a normal upright position, and may be tapered along the chin line.
 - Hair must not extend more than 1 1/2 inches from the sides of the head.
 - Hair accessories will be conservative in color and style to harmonize with hair color and the color of the uniform.
 - * For safety purposes, chopsticks, pens, pencils, etc., will not be worn in the hair.
 - C. **Non-Uniformed Employees**
 - Hair will be worn in a professional, **conservative style**.
 - * Hair may be worn over the ear.
 - * Hair must not extend more than 1 1/2 inches from the sides of the head.

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3. **FACIAL HAIR**

A. All Sworn Employees and Uniformed Civilian Employees - Facial hair (beard, goatee, and/or mustache) is permitted within the following parameters:

- B. (1) When wearing a beard, goatee, and/or mustache, it must be neatly trimmed and groomed to avoid a ragged appearance, and the neck must be clean shaven.
- Mustaches will not be waxed or twisted and will be neatly trimmed.
 - Patchy, spotty clumps of facial hair are not considered beards and are therefore not permitted.
 - Employees not actively attempting to grow a beard or other type of facial hair must report to work with an otherwise cleanly shaven face.
- (2) Sideburns not part of a beard will be no more than 1 1/2 inches wide at the widest point (measured from the natural hairline nearest the ear), will not extend below the bottom of the ear lobes, and will be neatly trimmed.
- (3) Facial hair will be no longer than a quarter (1/4) of an inch in length and no portion of the facial hair may be exceptionally longer than the rest.
- (4) Facial hair will not be worn in an extreme or unconventional style.
- (5) Designs, letters, numbers, or artwork cut into the facial hair is not permitted.
- (6) Facial hair shall neither interfere with the wearing of the required uniform (includes the use of a respirator) nor constitute a safety hazard.
- Employees who wear facial hair must shave the area of the mask sealing surface anytime they don a tight-fitting respirator or for required fit testing.

NOTE: Employees will maintain a shaving kit along with their respiratory protection equipment to ensure the ability to be clean shaven prior to donning the mask.

- (7) Employees whose job duties require the regular and/or routine usage of respiratory protection, including the N-95, half-face, full-face air-purifying respirator (APR), and self-contained breathing apparatus (SCBA) respirators, will only be authorized to maintain a style of facial hair that does not come into contact with the sealing surface of the facepiece.
- This includes, but is not limited to, employees assigned to the Special Assignments Unit (SAU), Bomb Squad, and Tactical Response Unit (TRU).
- (8) Supervisors will actively direct and supervise subordinates to ensure their appearance is neat and professional in accordance with the facial hair policy. Supervisors will:
- Inspect employees daily for a professional appearance and compliance with the policy.
 - Verify employees who have facial hair have a shaving kit available during monthly inspections.
 - Ensure employees who have facial hair and have not shaved in the areas of the mask sealing surfaces, do not deploy in a tight-fitting respirator until they do shave the appropriate area.
- (9) The final authority for deciding the appropriateness of an employee's facial hair will rest with the employee's chain of command.
- (10) The ability to wear facial hair may be rescinded by the Police Chief at any time.

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3. B. Non-Uniformed Civilian Employees

- When wearing a beard, goatee, and/or mustache, it must be neatly trimmed and groomed.
- Sideburns not part of a beard will be no more than 1 1/2 inches wide at the widest point (measured from the natural hairline nearest the ear), will not extend below the bottom of the ear lobes, and will be neatly trimmed.

4. **JEWELRY, TATTOOS, AND BRANDS** – This policy applies to all employees while on duty, in uniform or civilian attire, or anytime while representing the Department.

A. The final authority for deciding the appropriateness of tattoos, brands, or jewelry rests with the Police Chief or his/her designee.

- An ad hoc committee comprised of a peer representative, labor representative, a first-level supervisor, and a commander may be empaneled to make a determination of appropriateness and provide a recommendation to the Police Chief.

B. Jewelry – Employees may wear jewelry of a **conservative** style at their discretion.

- (1) Employees are prohibited from wearing any jewelry that is considered inappropriate or offensive to any individual or group.
- (2) In consideration of officer safety, uniformed employees may wear necklaces and bracelets as long as they are fully concealed by clothing.
 - A wristwatch may be worn without being concealed.
- (3) All earrings will be attached to the earlobe and will not rise above the ear canal opening.
 - (a) While on duty, uniformed female employees may wear one stud earring per ear.
 - (b) Sworn female employees in business attire and non-uniformed civilian male and female employees may wear one dangling and one stud earring per ear or two stud earrings per ear.
 - (c) Sworn male employees will not wear earrings while on duty unless authorized.
- (4) Jewelry (or any other items) worn in pierced visible body parts, other than the earlobe as written above in 4.B.(3) of this order, is prohibited.

NOTE: Jewelry (or any other items) worn in tongue piercings is considered visible.

- (5) The wearing of “gauges” in visible body parts is prohibited.

C. Tattoos or Brands – Inappropriate or excessive tattoos or brands will be handled on a case-by-case basis.

- (1) While on duty, employees will follow the below guidelines:
 - While in uniform or civilian attire, tattoos or brands may be displayed on the arms or hands.
 - While in uniform, tattoos or brands on the legs will not be visible.
 - While in civilian attire, visible tattoos or brands on the legs may not extend more than six inches above the center of the anklebone.
 - No other visible tattoos or brands are authorized.
- (2) The display of any unprofessional or offensive tattoo or brand, regardless of its location, while employees are on duty or working off-duty, is prohibited.

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4. C. (2) (a) The following list includes, but is not limited to, the types of items prohibited by this policy:

- Depictions of nudity or violence
- Sexually explicit or vulgar art, words, phrases, or profane language
- Symbols likely to incite a strong negative reaction in any group, such as swastikas
- Initials or acronyms that represent criminal or historically oppressive organizations, such as AB, KKK, SS, street gang names, numbers, and/or symbols

(b) Tattoos or brands considered inappropriate or excessive, which are visible in uniform or plain clothes, or not meeting the above guidelines in 4.C.(1), must be suitably covered while on duty.

- Bandages or wraps used to cover unauthorized tattoos or brands will be the flesh color of the wearer.

D. Exceptions

(1) When deemed operationally necessary, employees in undercover assignments may display tattoos, brands, or jewelry otherwise prohibited by this policy with the approval of the unit commander (lieutenant or higher).

- A memo specific to the employee's current assignment will be kept in their division file.

(2) Jewelry, tattoos, or brands that are an integral part of a recognized religious organization or practice.

- Questions by employees or management regarding the validity of an employee's display of a tattoo, brand, or jewelry will be submitted for review and approval by an appropriate religious authority.

(3) Non-offensive tattoos or brands, otherwise prohibited by this policy due to location, may be displayed during Department-sanctioned physical fitness activities and evaluations.

Last Organizational Review:

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